Early Achievers Application for Level 2 –
The Step-by-Step Guide

Nine easy steps to complete and submit your Early Achievers Application for Level 2 in MERIT

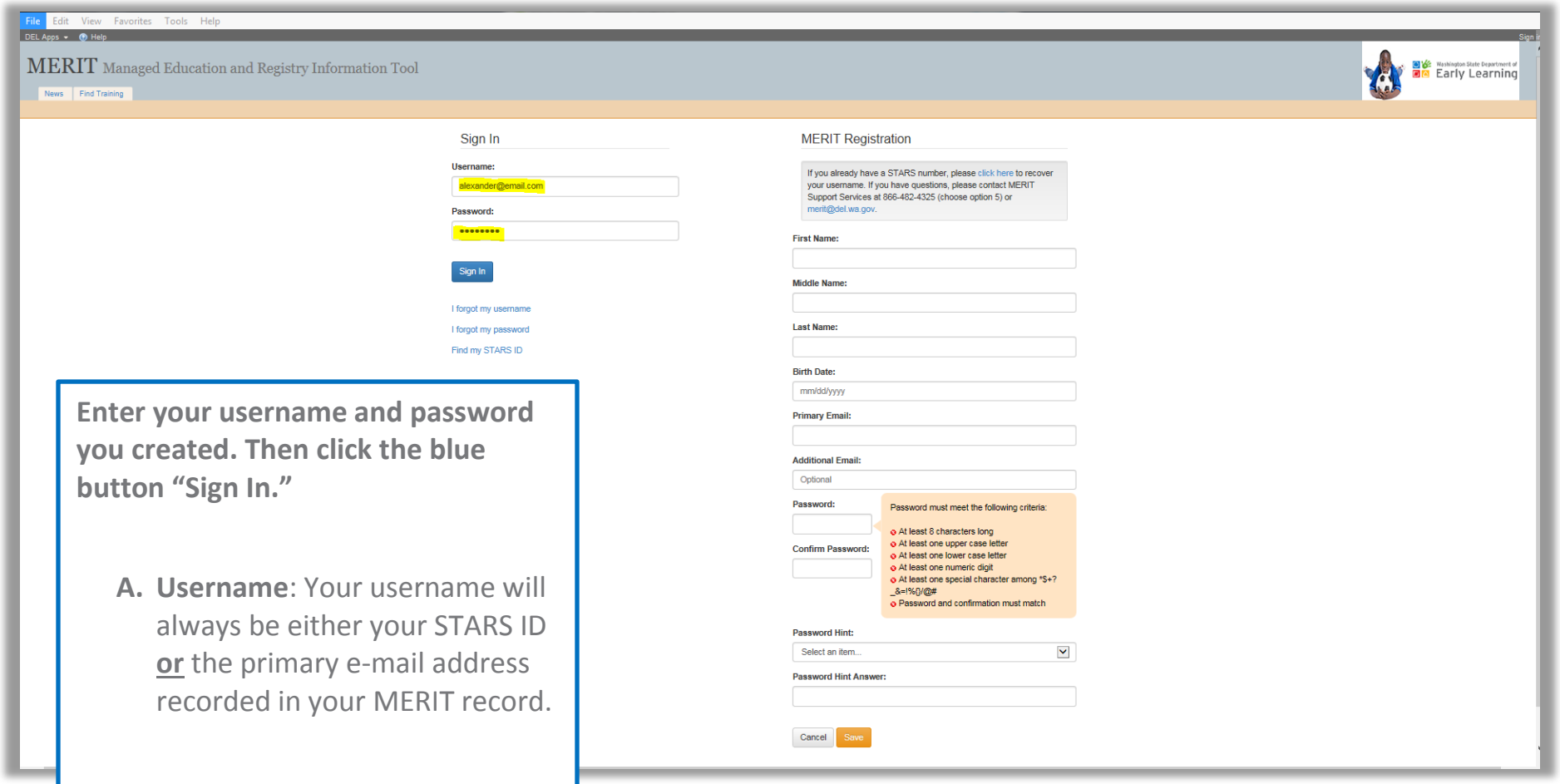
The Managed Education and Registry Information Tool (MERIT) is operated by the

Washington State Department of Early Learning

WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

Step 1: Log into your MERIT account at merit.del.wa.gov

Step 1: Log into your MERIT account at merit.del.wa.gov *(continued)*

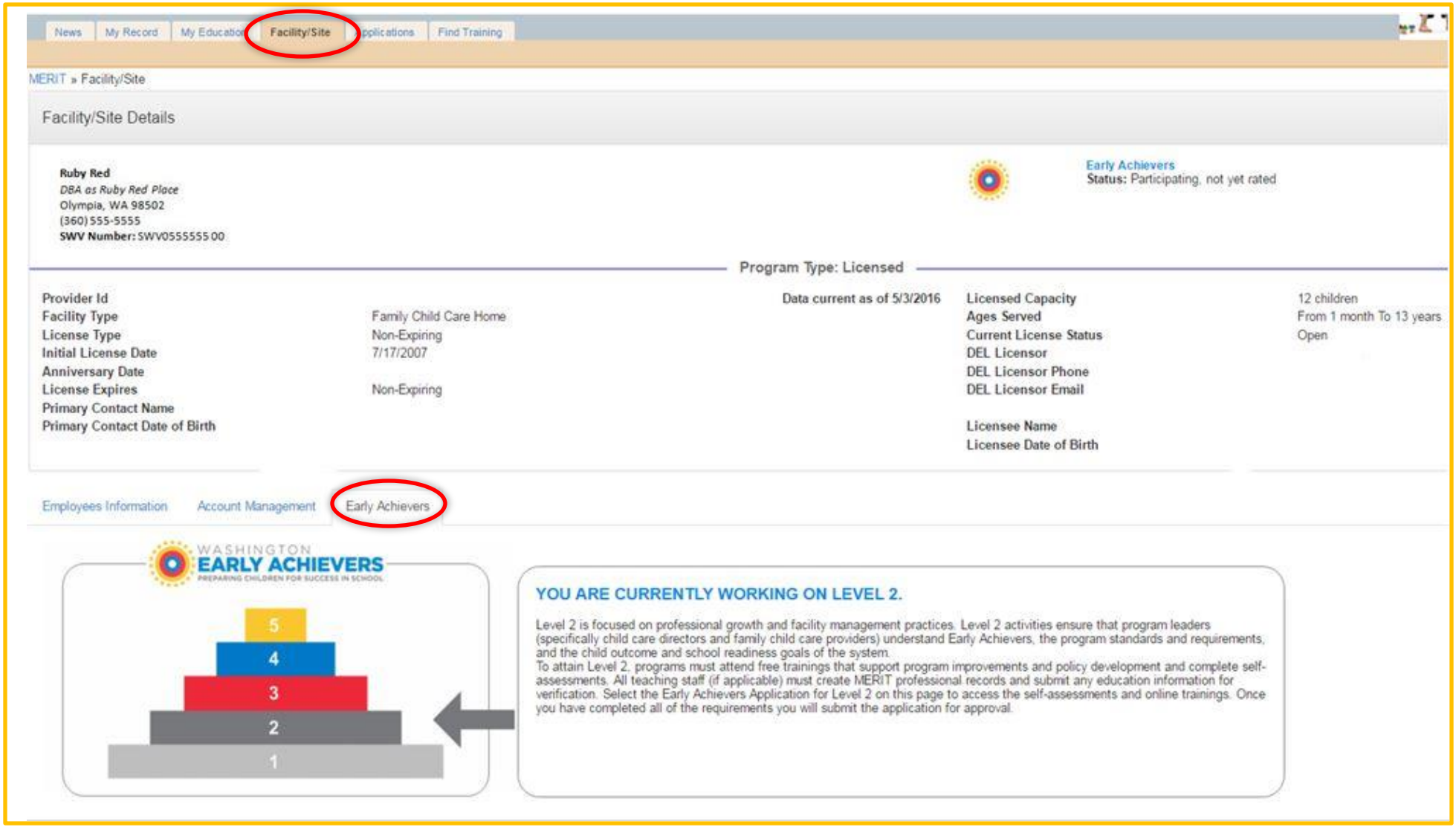


Enter your username and password you created. Then click the blue button "Sign In."

A. **Username**: Your username will always be either your STARS ID **or** the primary e-mail address recorded in your MERIT record.

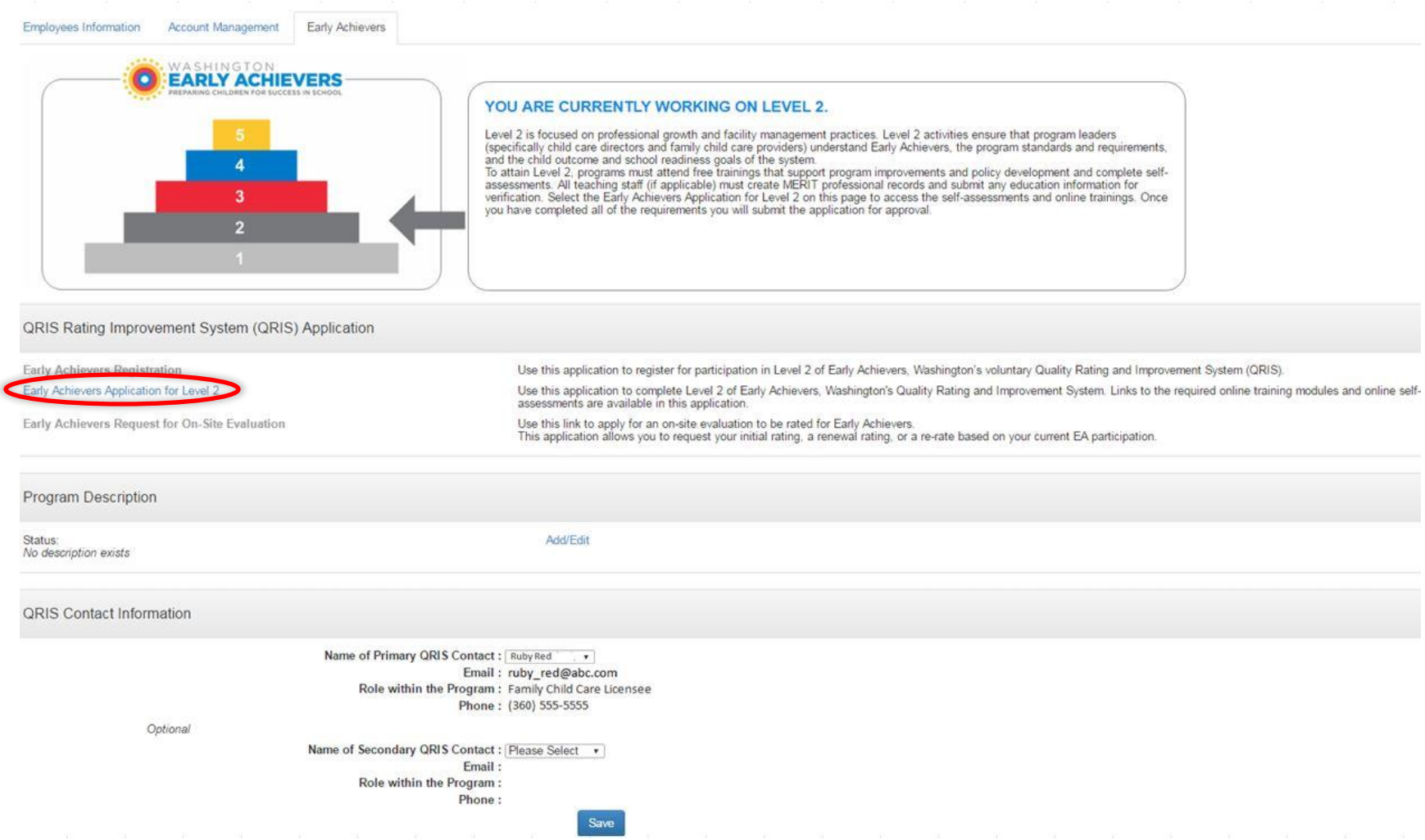
B. **Password**: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

Step 2: Accessing the Early Achievers Subtab



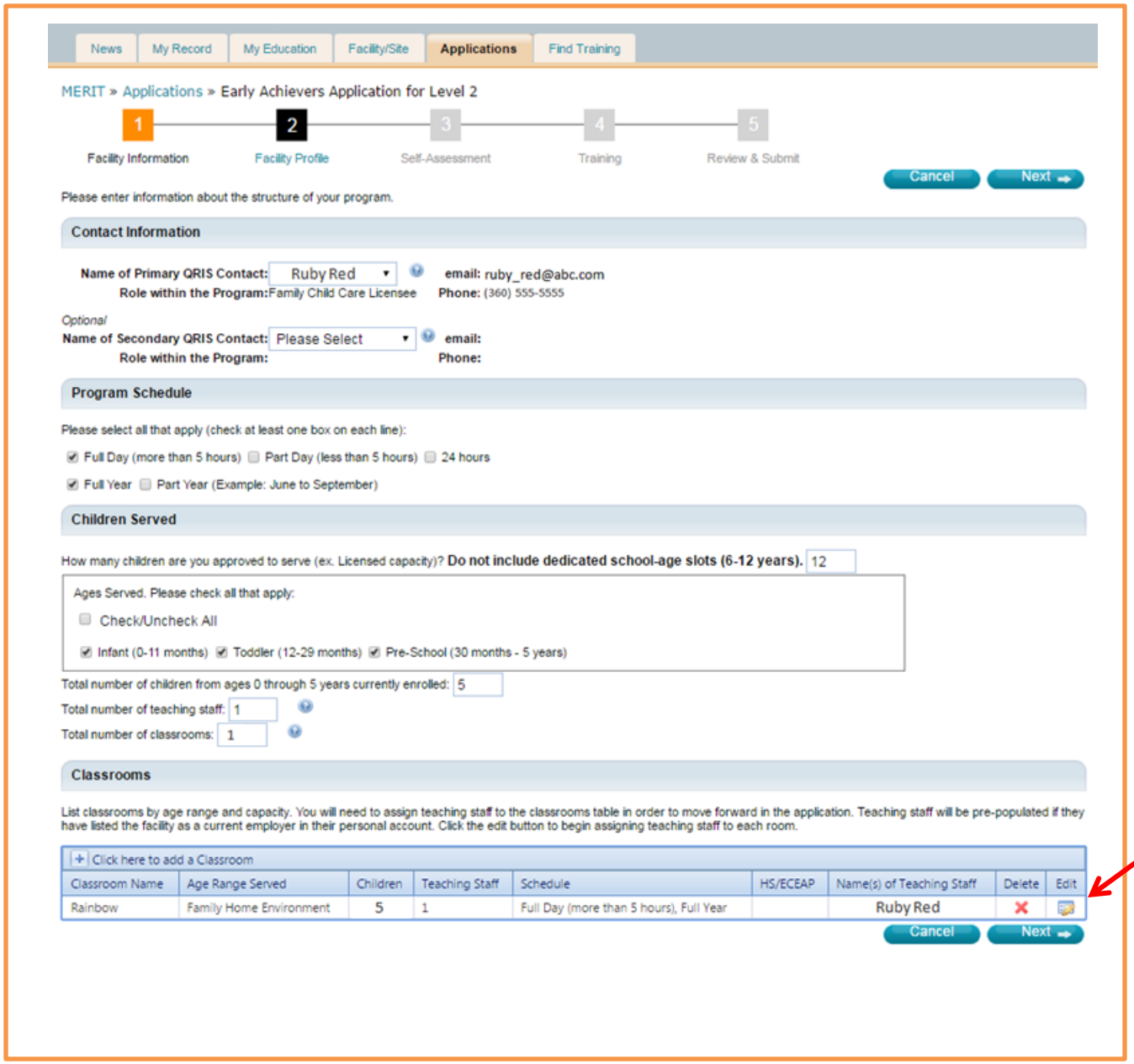
After you have submitted your Early Achievers Registration application you will be taken back to the subtab for Early Achievers.

Step 2: Accessing the Early Achievers Subtab *(continued)*



Click on the blue highlighted link *Early Achievers Application for Level 2*.

Step 3: Early Achievers Application for Level 2, Facility Information



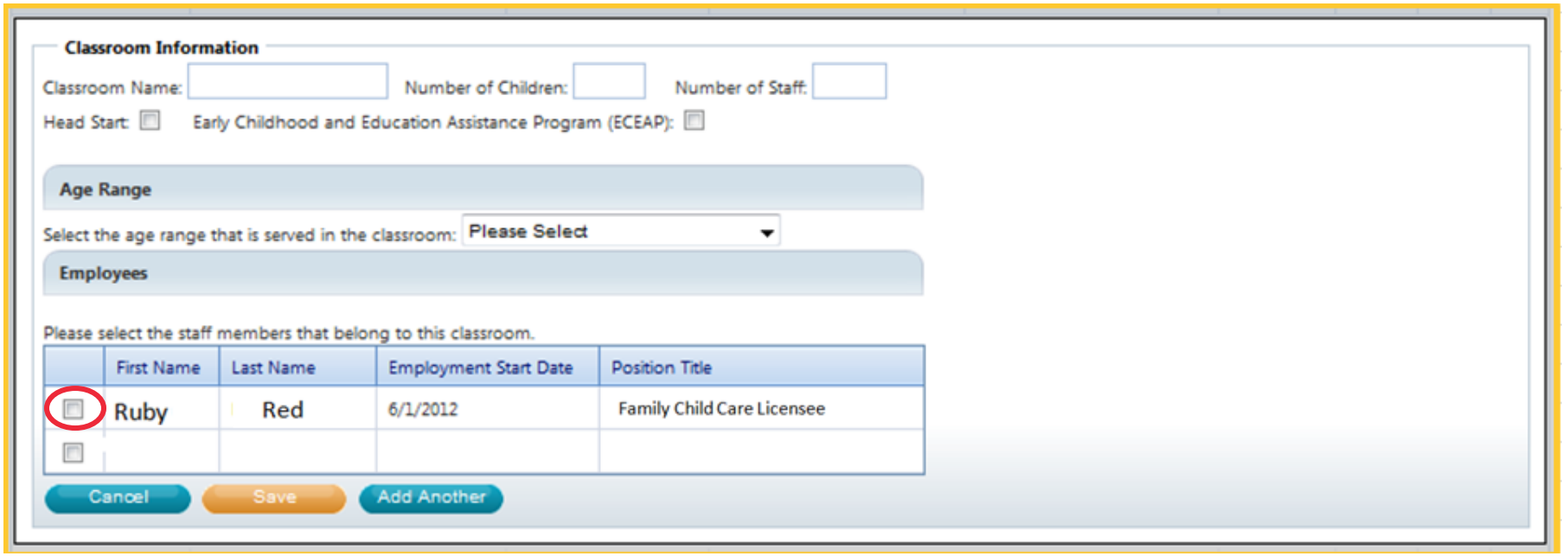
Early Achievers Application for Level 2, Step 1: Facility Information.

Your information will auto-fill from your Early Achievers Registration application. Please make updates if any of the information has changed.

*If your facility/site has Head Start/ECEAP slot numbers, those slots will auto-fill with numbers from the ELMS database. Those fields will **not** be editable.*

You will need to assign teaching staff to the classroom table in order to move forward in the application. Under the "Classrooms" heading, click the edit icon and assign teaching staff to the correct classrooms. (See page 7 for detailed instructions.)

Step 3: Early Achievers Application for Level 2, Facility Information *(continued)*

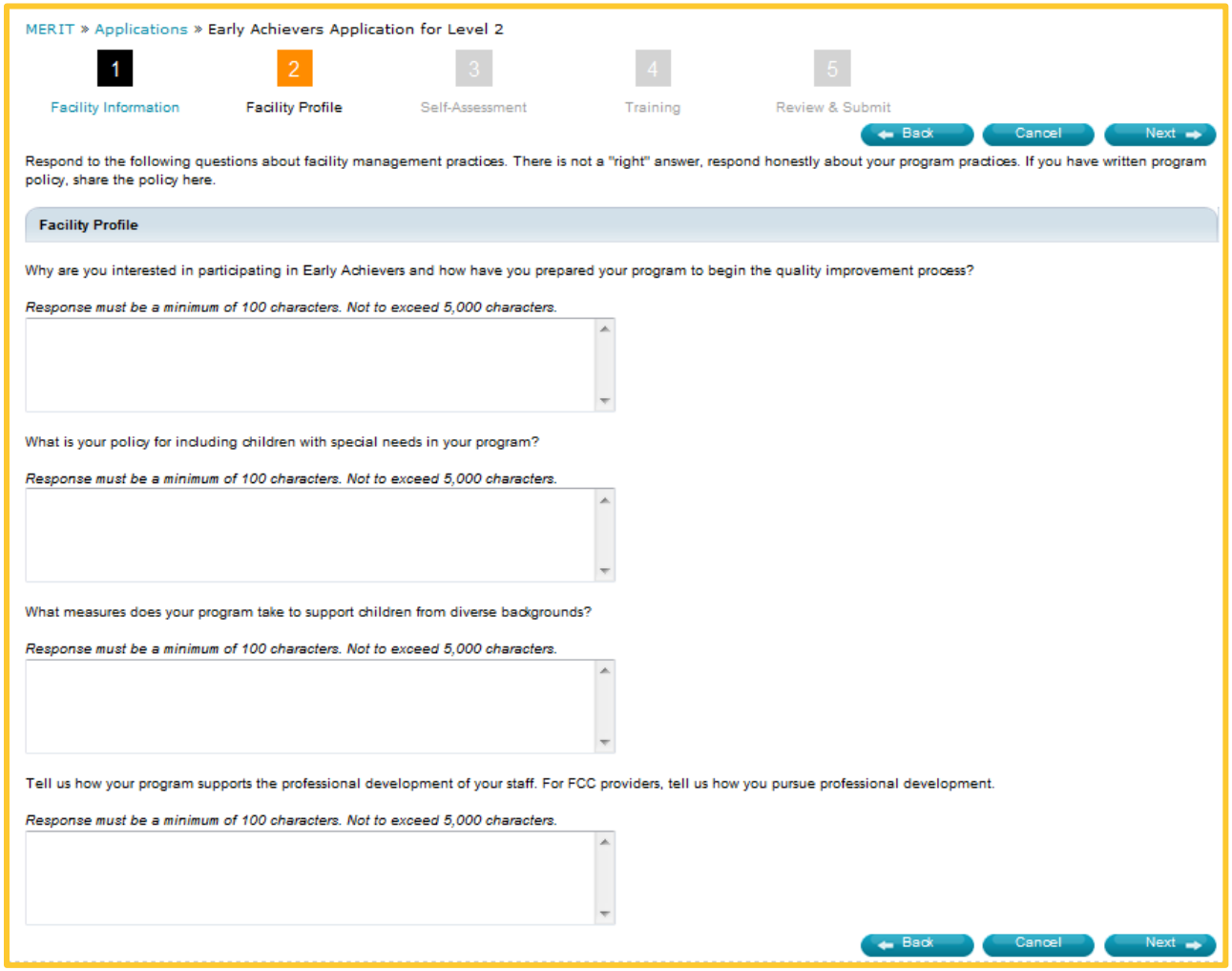


Teaching staff will be pre-populated if they have listed the facility/site as a current employer in their personal MERIT account.

Use the check box to assign teaching staff to their primary classroom. The number of staff assigned must match the number of staff you indicate in the field box above the table.

Once you have assigned staff you can select "*Add Another*" to move to the next classroom, or "*Save*" if you are finished and are ready to be taken back to Step 1: Facility Information where you can click "Next" to continue to Step 2: Facility Profile.

Step 4: Early Achievers Application for Level 2, Facility Profile



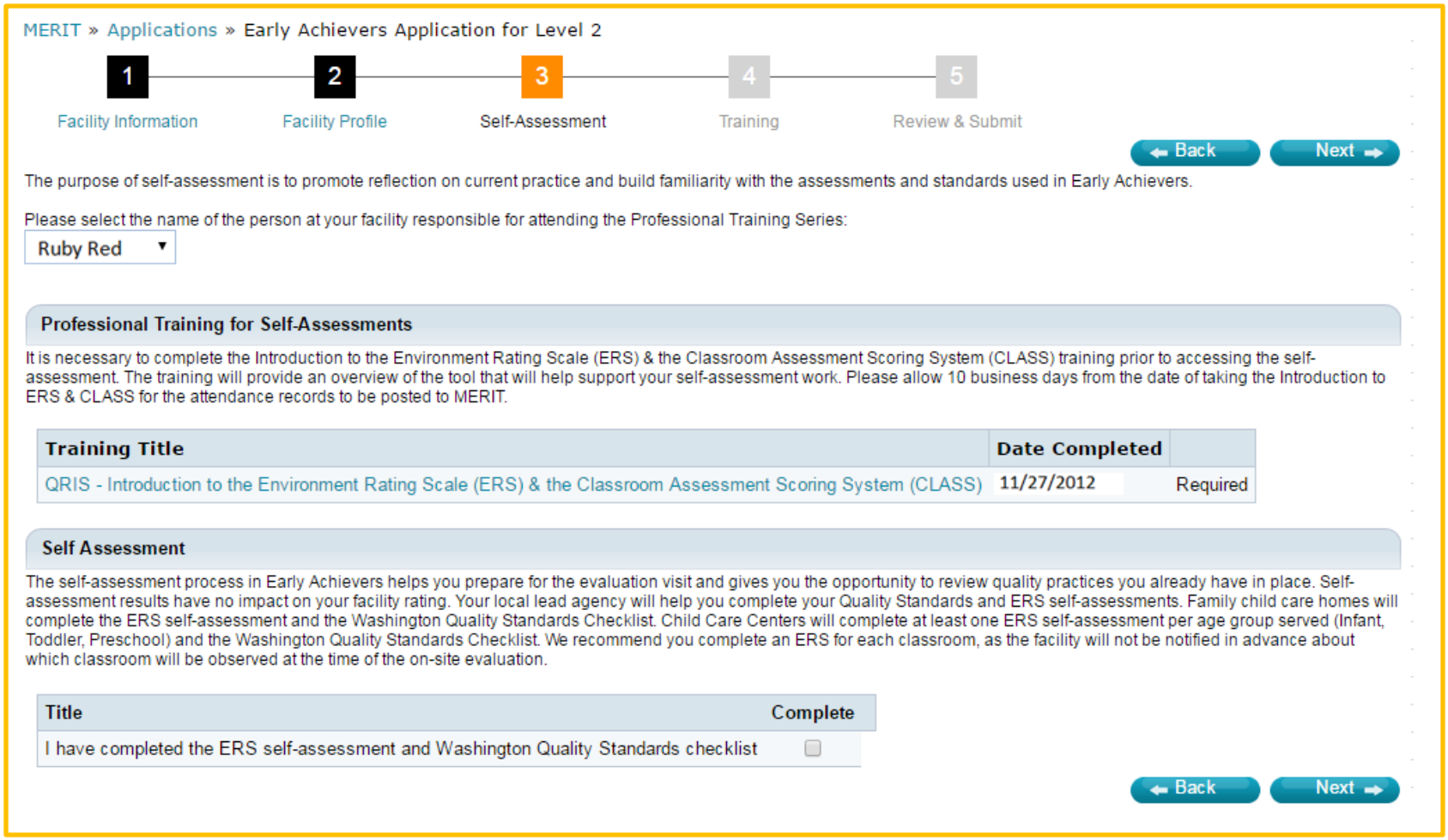
Early Achievers Application for Level 2, Step 2: Facility Profile.

Respond to the following questions about management practices. There is not a "right answer." If you have a written program policy, share the policy here.

Please note as a security feature MERIT automatically logs out after 60 minutes of inactivity. It is suggested that you write your Facility Profile responses for the Early Achievers Application for Level 2 in a Word document and then copy/paste them into the application when they are finished to avoid losing your work.

Once you are done click *"Next."*

Step 5: Early Achievers Application for Level 2, Self-Assessment

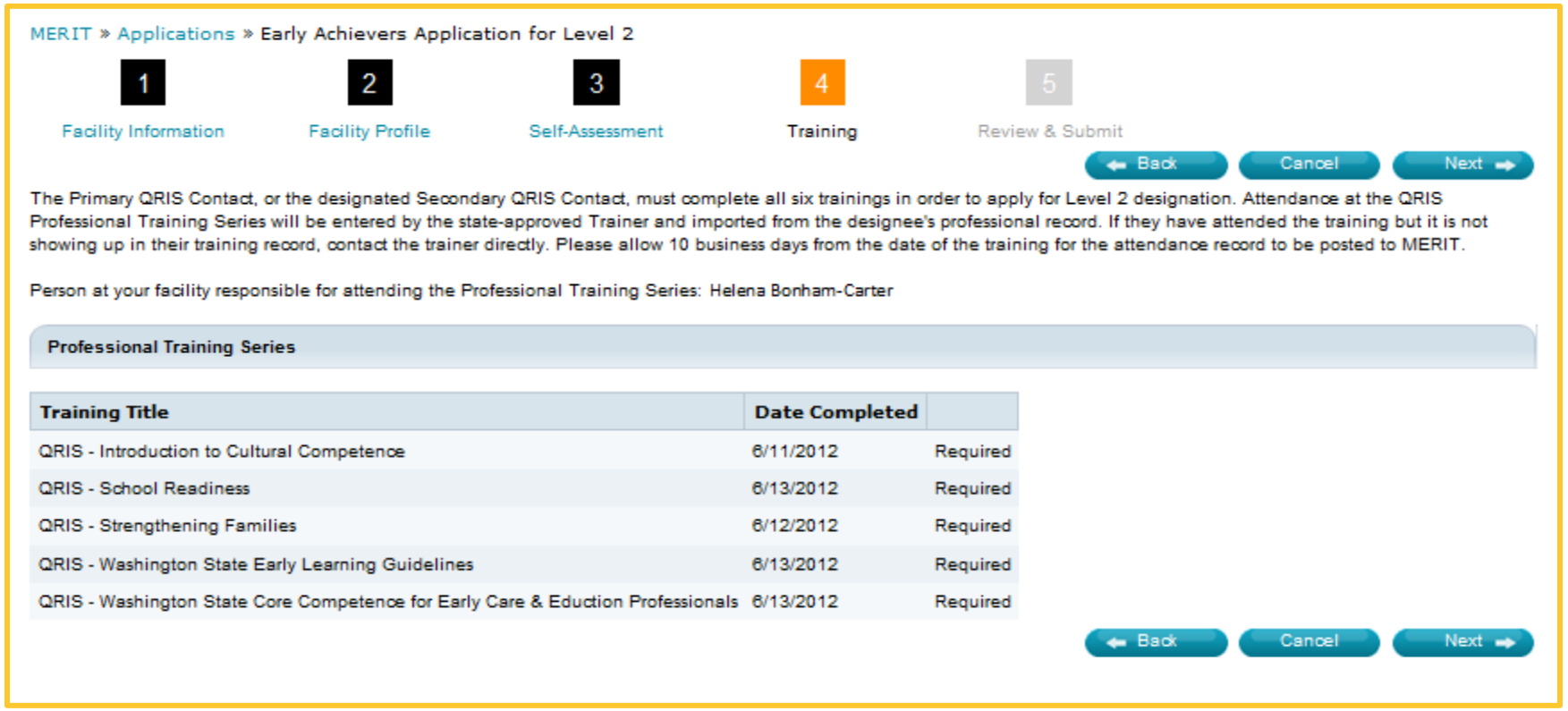


Please select the name of the person responsible for attending the Professional Training Series from the drop-down menu at the top of the screen. You may click on the training titled, “Introduction to Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)” and the link will take you to the training module.

You may also access the three online training modules by going to http://www.wachildcaretraining.com/

The ERS self-assessment and Washington Quality Standards checklist is done offline with your TA specialist. Check the ‘Complete’ box after going over it with your TA specialist.

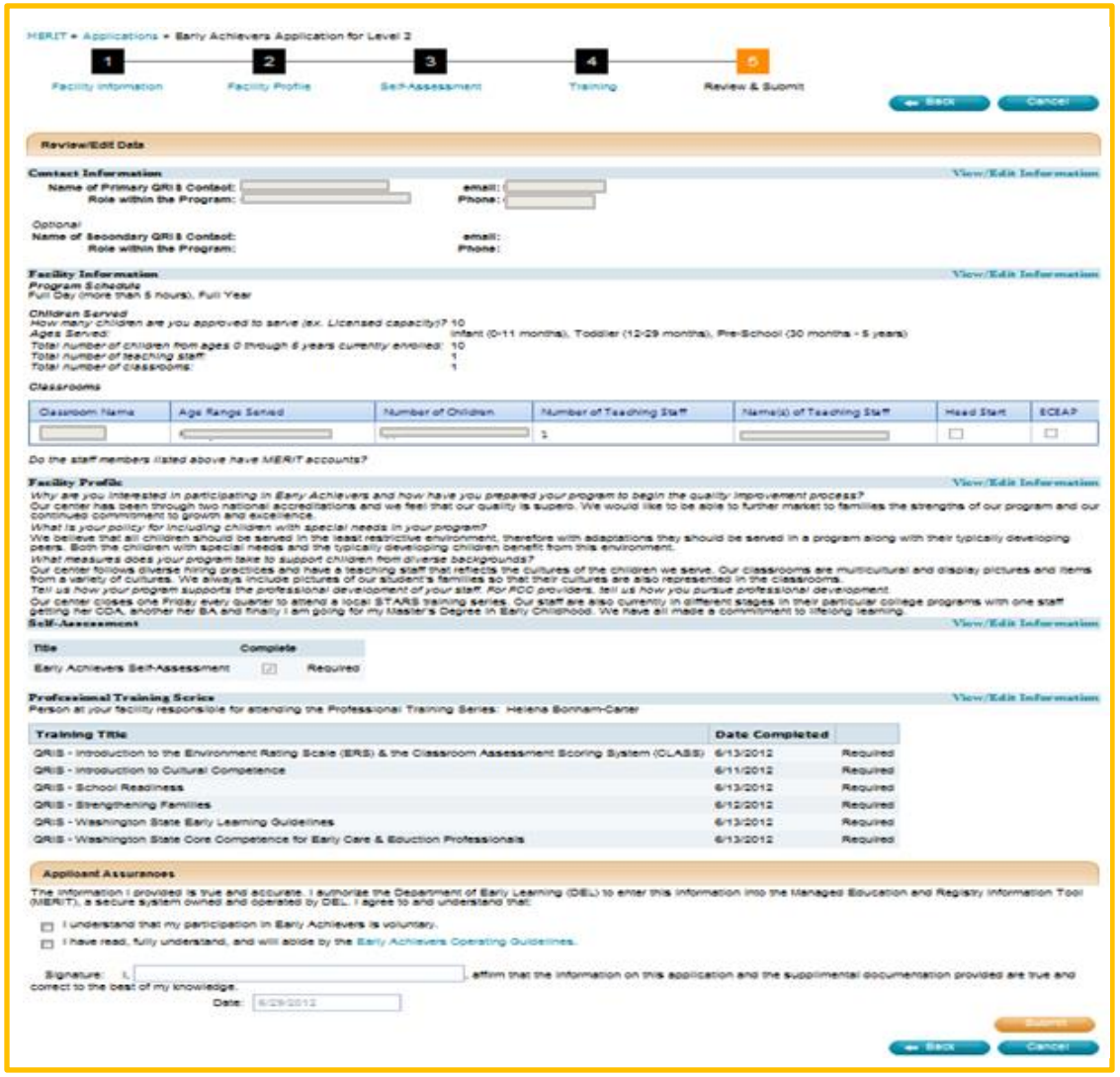
Step 6: Early Achievers Application for Level 2, Training



As you are completing the required trainings your attendance will be logged by the instructor. You will not be able to move to the next screen until all training attendance has been entered. You may click on the class name for the two online trainings and the link will take you to the module.

You may also access the three online training modules by going to
http://www.wachildcaretraining.com/

Step 7: Early Achievers Application for Level 2, Review & Submit



In the Early Achievers Application for Level 2, Step 5: Review & Submit, please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the applicant assurances box.

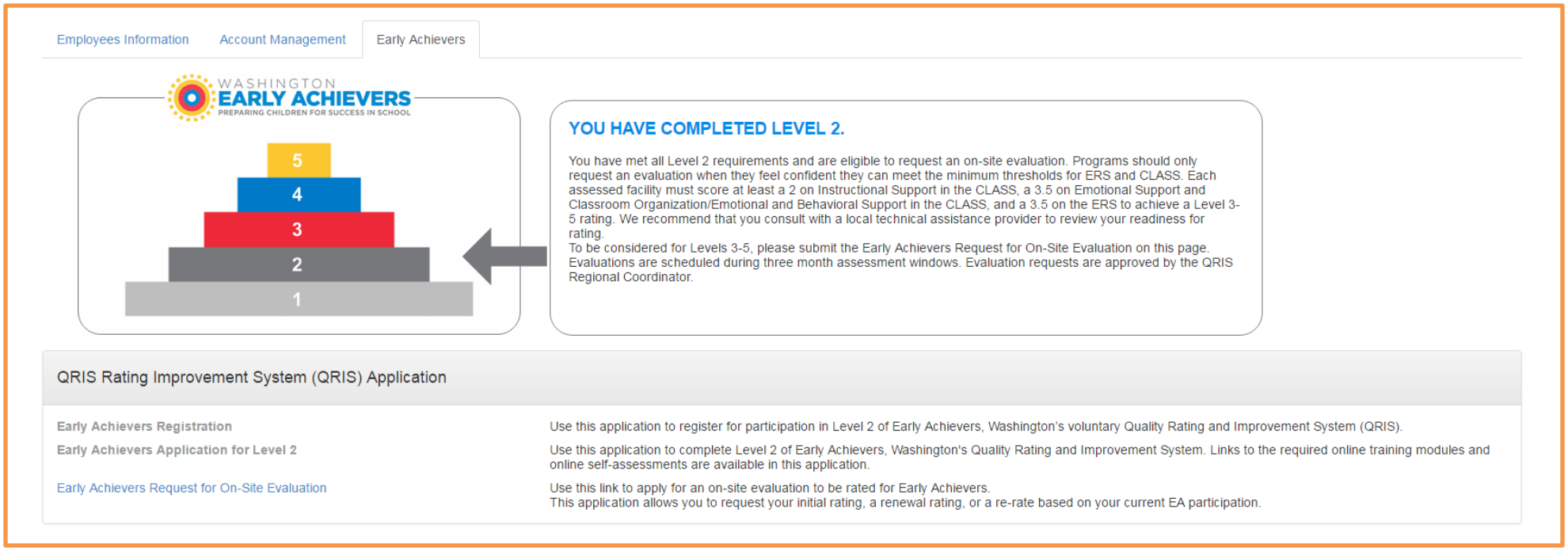
It will ask you:

□ *I understand that my participation in Early Achievers is voluntary.*

□ *I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.*

As a signature it will ask you to type in your first and last name as they appear in MERIT. The system will auto-fill with today's date.

Step 8: Early Achievers Application for Level 2, Confirmation



You will now be returned to your Early Achievers sub tab. You will receive an email confirmation which will contain a .pdf version of your submitted Early Achievers Application for Level 2 for your records. Your application materials will be reviewed by QRIS staff and you will receive another email confirmation once a decision has been reached.

After your Early Achievers Application for Level 2 is approved by DEL, you will have access to the Early Achievers Request for On-Site Evaluation application under the Facility/Site tab, Early Achievers sub tab. You may complete the Early Achievers Request for On-Site Evaluation when you feel your facility is ready to be rated. For more information about on-site evaluation or Level 2 designation, please refer to the Early Achievers Operating Guidelines or contact your Technical Assistance specialist.

QUESTIONS? Please contact us at *QRIS@DEL.WA.GOV*